

As voted by the Board of Trustees and in accordance with the notice of the meeting, the monthly Workshop Meeting of the Board of Trustees of the Portland Water District was held in the Nixon Training Center at the general offices of the District, 225 Douglass Street, Portland, Maine, on Monday, July 8, 2024. In attendance from staff were C. Crovo, D. Kane, J. Wallace, S. Firmin, J. Hudak, D. Katsiaficas, M. Demers, and S. Jasper.

All Trustees were present. President Lunt opened the workshop meeting at 6:40 p.m.

## **1. 2025 Budget Parameters**

David Kane, Director of Administration, provided a high-level framework for developing the 2025 budget.

An overview of the planning process included the following steps:

- Review of External Factors,
- Review of Mission, Values and Strategic Goals,
- Create Tentative List of Projects/Initiatives,
- Obtain Board's Direction and Feedback,
- Prepare Budget for Board/Community Review in October/November,
- Adopt Budget in November – Operating, Capital, Water Rate and Fees, and
- Implementation of budget and rates effective January 1, 2025

Five parameters for the 2025 budget were presented to the Board for feedback.

1. Operating Budget Increase Not To Exceed Inflation Rate over the long term. The first draft budget indicates an 8.2% expense increase is needed. That exceeds the rate of inflation due to higher debt service costs related to capital projects.
2. Wastewater Assessments Meet Municipal Expectations. The first draft has municipal assessment increases range between 2.9% and 165.6%. We will strive to get closer to the forecasted 2025 municipal expectations.
3. Water Rates Affordable and Sufficient to Meet Operational Needs. Most households in the PWD service territory are paying under 2% of their household income, which indicates PWD water rates are affordable. A roughly 5% rate increase is to be expected for 2025.
4. Number of Positions Optimized for Workload. The first draft of 2025 includes a headcount of 193, up four from 2024, and a full-time equivalent count of 211, up five from 2024.
5. Capital Budget Continues Implementation of Water/Wastewater Master Plans. A summary list of proposed projects was presented.

## **2. Lead and Copper Rule Revisions (LCRR) Compliance**

Susan Jasper, Water Quality Program Manager, provided an overview of PWD's Service Line Inventory and findings. After an extensive records review process and thousands of field investigations, out of a total of 60,000 services only five private service lines were identified as containing lead that will require replacement based on the EPA's guidelines. It is recommended to utilize the State's Service Line Replacement funds to replace the five private service lines before the Inventory's due date 10/16/24.

Chris Crovo noted that the five private side water services, identified by the inventory, that were verified as meeting the criteria for replacement will be replaced by utilizing the funding from the State Revolving loan fund award for removing galvanized pipe downstream of lead. He also noted

that the award included a 55% grant along with a no-interest loan for the remaining 45%. The work is expected to be completed by October.

A copy of the presentation is attached as part of the minutes.

### **3. Other Business**

There will be two open seats on the Board this November, one representing Westbrook and the other representing Cape Elizabeth and South Portland. Donna Katsiaticas informed the Board that nomination papers for the upcoming elections are as follows:

#### Westbrook

July 8, 2024 - Municipal nomination petition papers become available to those seeking to run for municipal office.

September 6, 2024 - Deadline to submit municipal nomination petition papers to the City Clerk's Office or to file as a write-in candidate.

#### South Portland

July 29, 2024 - Nomination Paper Available in the City Clerk's Office

September 5, 2024 - Deadline to submit nomination papers.

#### Cape Elizabeth

July 31, 2024 - Nomination papers available at the Town Clerk's Office

September 9 - Deadline to submit nomination papers.

### **4. Adjourn**

The meeting was adjourned at 7:35 p.m.

Submitted by,

Carrie E. Cote  
Assistant Clerk